

IF A TERRORIST ATTACK OCCURS:

- Ⓢ Remain calm and follow the instructions of emergency services personnel.
- Ⓢ Stay informed.
- Ⓢ Be alert to secondary hazards such as falling debris or additional devices.
- Ⓢ If you are trapped in debris:
 - Conserve your energy.
 - Cover your mouth with a handkerchief or clothing and attempt to alert authorities to your whereabouts.
 - Use your cell phone to call authorities or family, if you have it with you.
 - Tap on a pipe or wall so rescuers can hear where you are. Shout only as a last resort. Shouting can cause exhaustion and also may cause you to inhale dangerous amounts of dust.
- Ⓢ Monitor the media for emergency information and bulletins. The emergency stations are:
 - KCBS 740 AM
 - KGO 810 AM
 - KNBR 680 AM
- Ⓢ Do not rush to the scene to volunteer your services. The City's Volunteer Office will establish the Convergent Volunteer Center and announce the location of the site through the media.

HOW TO REPORT AN EMERGENCY

- Ⓢ Speak slowly and clearly
- Ⓢ State your name
- Ⓢ Describe the emergency
 - What happened?
 - Where did it happen?
 - When did it happen?
 - Who is involved?
 - Stay on the phone. Do not hang up until asked to do so.

EMERGENCY TELEPHONE NUMBERS

Police, Fire, Ambulance - 911

PG&E - 800-PGE-5000

Santa Clara County Public Health - 408-855-4214

State Safety Information & Referral Line

800-550-5234

REPORTING A BOMB THREAT

- Ⓢ Time and date the threat was reported
- Ⓢ How was the threat reported?
- Ⓢ Exact words of the caller
- Ⓢ Ask the caller
 - WHEN is the bomb going to explode?
 - WHERE is the bomb?
 - WHAT kind of bomb is it?
 - What does it look like?
 - Did you place the bomb? Why?
 - Where are you calling from?
- Ⓢ Description of the caller's voice:
 - Identity Voice Language
 - Speech Manner Accent
- Ⓢ Describe background noises
- Ⓢ Time the caller hung up

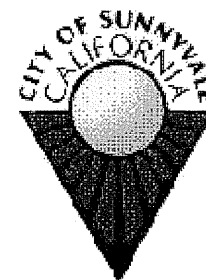
VOLUNTEER TO HELP

A successful response to an emergency requires a great deal of help. Several volunteer groups have been trained and are part of City emergency plans. Joining one of these organizations *NOW* increases your personal preparedness and your value to the City in emergencies. Some key organizations are:

- Ⓢ Sunnyvale Neighborhoods Actively Prepare (SNAP) citizens prepare themselves and their neighborhoods to cope with major emergencies.
- Ⓢ Sunnyvale Amateur Radio Emergency Services (SARES) HAM radio operators who provide vital communications links when normal systems are inoperative or overloaded.
- Ⓢ Sunnyvale Volunteer Office A "clearinghouse" for persons who are interested in volunteering. Call 408-730-7198 for more information about the above groups.

Tips on Preparing for Terrorism

Department of Public Safety
Emergency Preparedness Unit



700 All America Way
Sunnyvale, CA 94086
ci.sunnyvale.ca.us

In light of the tragedies in the State of New York, Washington D.C. and the Commonwealth of Pennsylvania, terrorism was brought home to America in a shocking manner. A terrorist threat or attack is not new as evidenced by the bombings in Oklahoma City and the U.S.S. Cole in Yemen. Nor are the common sense principles of disaster preparedness new. How well you survive an act of terrorism depends upon how well you are prepared. With the proper education, training and incorporating common sense preparedness tips daily you can protect yourself, family and co-workers. Get the facts. Accept responsibility for your safety. Become a resource to your community by volunteering your time and skills to a worthwhile organization.

GET THE FACTS

The Federal Bureau of Investigation (FBI) defines terrorism as: *The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objective.*

The weapons/materials employed by terrorists can be categorized into five groups:

- ⊙ Biological agents are products of living organisms, which produce illness or death after aerosol inhalation or ingestion.
- ⊙ Nuclear agents are substances that involve the dispersal of radiological material using conventional explosive or other dispersal devices.
- ⊙ Incendiary devices are any mechanical, electrical or chemical devices used to intentionally initiate combustion and start a fire.
- ⊙ Chemical agents are poisonous gases, liquids or solids. They are difficult to manufacture and pose a danger of contamination to anyone physically transporting the substances.
- ⊙ Explosives are sudden and violent releases of gas during detonation of volatile substances.

The terrorist weapon of choice continues to be conventional explosives. They can be easily manufactured and transported. Fortunately, good physical security practices and public awareness can help prevent this type of attack.

ACCEPT RESPONSIBILITY FOR YOUR OWN SAFETY

An aware and well-informed public is our best defense against terrorism. We must all do our part to keep our community safe. Basic crime prevention tips, such as the ones listed below will help you remain alert and ready to act in an emergency:

- ⊙ Be extra vigilant and pay attention to your instincts.
- ⊙ Be aware of your surroundings. Report suspicious persons, objects, packages or vehicles to the appropriate authorities by calling 9-1-1.
- ⊙ Think ahead about how to evacuate a building, subway or congested public area in a hurry. Read posted evacuation instructions and note where emergency exits are located.
- ⊙ Cooperate with authorities, follow their instructions and tune in to your local radio station for further emergency information
- ⊙ Take precautions when travelling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.
- ⊙ Don't spread rumors – confirm questionable information with a credible source.

PREPARE FOR ALL EMERGENCIES

Sunnyvale is prone to many disasters, as are all communities nationwide. The same preparedness measures work well for many different types of emergencies. Some key things you can do:

What to do at Home

- ⊙ Create an individual and family emergency plan.
- ⊙ Make copies of important documents and store them in a safe place.

- ⊙ Stockpile emergency supplies for 3-7 days, including prescription medicines and a first aid kit.
- ⊙ Prepare for possible separations from your family by identifying a meeting place outside of your home.
- ⊙ Choose an out-of-state contact person that separated family members can call to report their whereabouts and condition
- ⊙ Teach your children about disasters and what to expect from them.
- ⊙ Check on your child's school emergency plan and designate a trusted adult to pick up your child during an emergency, if you are unable to do so.
- ⊙ Place emergency numbers on your phone.

What to do at Work

- ⊙ Know the hazards within your workplace.
- ⊙ Assess your personal work area.
- ⊙ Assemble emergency supplies to be stored in a disaster kit for your office or vehicle.
- ⊙ Learn and adhere to the company's accountability plan.
- ⊙ Know the building evacuation routes.
- ⊙ Actively participate in company drills.
- ⊙ Join the company's safety committee or employee emergency response team.

If you are Asked to Shelter-in-Place

- ⊙ Do not panic, remain calm.
- ⊙ Go inside immediately, if you are outdoors.
- ⊙ Close all windows and doors. Cut plastic sheeting, cover windows and tape in place.
- ⊙ Close all outside air vents. Turn off cooling, heating or ventilating systems. Keep pets indoors.
- ⊙ Seal cracks under doors with damp towels.
- ⊙ Check the fireplace, extinguish the fire if lit and close the damper.
- ⊙ Seal gaps around window type air-conditioners and electrical and cable television outlet openings for extra protection..
- ⊙ Turn on your radio. Tune in to your local radio station for further emergency information